

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 20th October 2020

Date: Tuesday 15th September 2020

Present: Mr A Burbridge (AB), Ms L Bartley (LB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr M Newell (MN), Mrs S Overington (SO),
Mr S Rollinson (SR)Mr H True (HT), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
Cllr G Evans
Cllr J Duncton

Members of Public: 10

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The members of public had been advised that the meeting would be recorded for minute preparation only, and the recording then deleted. Members of the public would be on mute and permitted to speak during public questions only.

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Members' Interests:
No interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 21st July 2020 were approved as a correct record and would be signed by the Chairman at a later date.
4. Minutes of the Last Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 18th August and Tuesday 8th September 2020 were approved as a correct record and would be signed by the Chairman at a later date.

5. District and County Councillor Update:

District Councillor:

Cllr Evans had circulated an update in advance of the meeting, summarised below.

- The Covid-19 District Councillor hotline remained open should residents report any concerns. Chichester District Council (CDC) had been working hard to get services back up and running as well as working on different strands of the recovery plans.
- Environmental Bill Update – Once the Bill was enacted into an Act of Parliament, the Environment and Health Protection Teams would consider the legislative requirements and incorporate into the existing policies and plans such as the Biodiversity, Climate Change and Air Quality Action plans. The Bill would have implications for Chichester Contract Services and as such, once it received royal assent, a joint paper would be taken to the Environment Panel and Cabinet/Council outlining the Councils duties.
- Covid Recovery Grants - Following the allocation of £500,000 at Full Council in July 2020, the Covid Recovery Grants scheme had been launched with applications to be made from 20 August. Full details can be found here:
www.chichester.gov.uk/covidrecoverygrants
- South Downs National Park (SDNP) had launched a small grants scheme, awarding funding of between £500 - £2000 to eligible businesses and organisations within the SDNP.
- As a result of the Council no longer being able to demonstrate a five year housing land supply, the Planning Committee approved an Interim Planning Statement (IPS) to proactively manage the delivery of housing until the Local Plan Review was completed for consultation. *The Chairman asked if Cllr Evans could confirm if the IPS had the effect of keeping the existing Local Plan in force until such time as the reviewed Local Plan was delivered, in other words, prevent a developer free for all in the interregnum. Cllr Evans advised that it would not have the same impact as the Local Plan. Without a Local Plan it did make development easier for developers. The purpose of the IPS was to ensure that developers worked within a preferred list of criteria so that CDC could retain some form of control over planning.*
- There would be a public consultation from 18th September regarding the Local Cycling and Walking Infrastructure Plan that would inform both the Local Plan Review and future investment decision-making by the agencies responsible for planning roads and pathways. *In response to the Chairman's question, Cllr Evans advised that he had not been involved in the development of the plan but would provide further information. It was highly likely that it would be Chichester-centric.*
- CDC was asking for feedback on their Climate Emergency Action Plan. They had developed this plan and would soon be asking for views on the actions CDC included.
- Oxencroft, Ifold – Cllr Evans continued to track the Oxencroft application in light of high public interest and objection to this application.
- Loxwood Claypit application – An application was due at the end of the year and had generated a lot of interest by neighbouring parishes and residents. Cllr Evans was

liaising with various groups on the proposed application that was due to go to WSCC at the end of the year.

- Cllr Evans continued with his online surgeries and conduct meetings with residents via Zoom, Google Hangout, Skype, Video Call or WhatsApp. Contact me at gbevans@chichester.gov.uk / 07958 918 056
- Cllr Evans advised that he had not included an update on the noise and speed concerns as he assumed others would be updating the Parish Council. He had provided an update to other parishes and was involved with the campaign.

County Councillor: Cllr Duncton provided the following update:

- The Children Services Review was being progressed under the guidance of Mr John Coughlin, Chief Executive of Hampshire County Council. Improvements had been made but a further 18 months was required to improve the Ofsted rating.
- The Fire & Rescue Service had been criticised previously, but was now up to date.
- About 3 weeks ago, 139 Covid cases were reported in West Sussex, primarily in groups in Worthing and mid-Sussex, mainly Crawley.
- One County Council meeting was held in July that was truncated. A meeting would take place this week with motions relating to veteran welfare, unaccompanied children that entered the country and the Planning White Paper consultation.
- The new Chairman of South Downs National Park Authority, Ian Philips, was now in place. There were also five new Secretary of State appointed members.
- There was now a new deputy Chief Fire Officer from East Sussex.
- Schools were all back and some of the larger schools had reported 98% attendance, which was higher than usually expected.
- West Sussex County Council (WSCC) had awarded the highways contract to four companies for different areas.
- In relation to the district council, CDC did not have a sound Local Plan in place and there was no longer a 5-year housing land supply.
- Cllr Duncton expressed disappointment that she was unable to meet residents due to Covid 19.

6. Public Questions:

Mr Simon Pearson addressed the council, not only as a resident but also as a representative of Wisborough Green Campaign Against Noise and Speed (WGCANS). He gave explanation to the formation of the group due to excessive noise on the A272 with motorbikes speeding through the village. He asserted that the problem had been escalating over the years and had now become intolerable, with residents experiencing stress, anxiety, anger, and deteriorating mental health, as a result of the constant noise at the weekends. Mr Pearson gave explanation to studies that identified significant health implications linked to long-term exposure to loud environments. Since the last Parish Council meeting, Community Speed Watch (CSW) had been established and he thanked the Parish Council for its support and for acquiring the equipment. It was highly visible within the community and 10 effective sessions had already been completed, in addition to greater police presence. WGCANS had a WhatsApp group with more than 60 members, many of whom had written to the police, WSCC, SDNP, MPs, the Prime

Minister, and other politicians. The group was getting attention and a successful meeting was held in the village with Chief Constable Jo Shiner, Chief Inspector and District Commander Jon Carter, Police and Crime Commissioner Katy Bourne, and Andrew Griffith, MP for Arundel & South Downs; all were committed to combatting this concern in Wisborough Green, with both short and long term strategies.

Mr Pearson explained that tomorrow he was meeting the Chief Inspector and Assistant Chief Constable, David Miller, Head of Road Policing units for Sussex and Surrey. The group was also engaging with other local parish councils, collaborating to share information and ideas. News of WGCANS's activities was spreading and approaches had been made by representatives from other areas, for example Chichester. Sussex Police recommended that they contact WGCANS as the group was a template for how to successfully engage Police and politicians and how to get high-level attention. He invited the Parish Council to update on their activities in this regard since the last meeting and made 4 requests for Parish Council support:

1. For the Parish Council to support and take the lead on acoustic camera trials in Wisborough Green. This could provide a permanent sustainable long-term solution. Explanation to deployment in other European countries and UK trials was given.
2. Apply to WSCC to implement a 40mph buffer zone on the western side of the village. All other roads leading into the village had a buffer zone with some carrying far less traffic. The police were surprised at this inconsistency and offered support.
3. The Parish Council to apply for a Public Space Protection Order (PSPO). The government had introduced these Orders specially to counter unreasonable and persistent behaviour that affected the quality of life for residents and it seemed justifiable in this situation. There were precedents around the country.
4. The Parish Council to re-visit its traffic calming strategy and consider installing village gateways and 30mph symbols painted on the tarmac. The Police were again surprised that the village did not have and stated that there was evidence that these measures did work.

Billingshurst Road Resident – supported Mr Pearson's views, but on a personal note, felt that there were two problems, bikers using the A272 as a personal racetrack, not just at the weekends but increasingly during weekday evenings, and general motorists who did not adhere to the speed limit. She was a member of WGCANS and was working with other members to get the message across that the A272 could not be used as a playground, which blighted Wisborough Green. This was a rural village and she felt that this message should be supported with additional signage, entrance gates to demonstrate that this was a cherished community. She was involved with CSW and it was definitely slowing traffic. Instigating further traffic calming measures would reinforce the message to slow down and enjoy the beauty of this village.

Strood Green Resident – involved with CSW but felt that cars flashing lights, to warn other motorists, was not helpful and defeated the object; CSW was to help residents. She supported all that Mr Pearson and the other resident had said, highlighting that Wisborough Green could be a pilot scheme for surrounding areas. She supported the

message that motorists were welcome in Wisborough Green but must adhere to the law and enjoy driving through the village, agreeing that the installation of the white gateways provided a visual reminder.

Billingshurst Road Resident - He and his family were new to the village and were very happy living in Wisborough Green. He walked his young sons along the A272 to school which was, at times, an interesting 'experience'. He also attended the recent meetings and had petitioned Katy Bourne. There was an issue in the village, not just with road users passing through but also school parents and leisure users, and finding a long-term solution, to build on the current momentum, would be the challenge. He believed that these concerns had been raised previously but action had not been sustained. He felt that whatever strategies were implemented, they should be sustainable with accountability, whether an MP, council or the police. Katy Bourne appeared reluctant to provide data but asked CSW to collect; he could not understand why a public authority would not provide this. He would like the Parish Council to request this information, such as prosecution rates, on a regular basis and receive an explanation if not provided. Regular CSW and all other measures would bring about change over a sustained period. It was an education system and the publications in the village should be used. It took a village as a whole to commit and change behaviour and at the present time, many were not. He had contacted the school, as he was concerned about the Durban Road crossing and The Weald children crossing the A272 at various points. He had asked the school to engage with the campaign but appreciated that this request was perhaps better coming from the Parish Council. The more the village joined together, the greater the impact.

The Chairman expressed his thanks to all for attending the meeting and for those who had contributed. It was a fantastic achievement to form WGCANS and to have created real momentum. The proposals would be discussed later in the meeting but agreed that WGCANS and CSW had certainly captured attention. He highlighted that the Parish Council first proposed the 40mph buffer zone 8 years ago, but now with the weight of concern and Police support, this might be achievable. He was intrigued at the lack of data as he believed data was key, and this was certainly something that the Parish Council would follow up; perhaps a Freedom of Information request would extract the information. In relation to noise and health implications, the Chairman explained that he had been involved with noise from Gatwick Airport for the past 6 years and was aware that the importance of the health implications associated with noise, both mental and physical, was being more widely recognised. Although connecting with other groups, reducing noise across the whole county, the south-east or whole country, was a noble aim, the short-term aim should be to concentrate on Wisborough Green and its environs. All in the parish were affected and all wanted to see the situation improved. He expressed thanks for the work undertaken so far and invited questions or comments from councillors.

MW asked for more information about the acoustic camera trials, both in 2019 and the proposed trial in London and any cost implications. Mr Pearson gave a brief explanation

and confirmed that he had been in contact with the company undertaking the London trial and he undertook to provide details to the Parish Council. The Department for Transport (DfT) had not yet approved the technology in the UK, although it was widely used in Europe, but momentum in the UK was building. East Meon, further west on the A272, was part of 2019 trials that involved a different company, and the DfT concluded that the technology needed further development. Mr Pearson was unaware of cost implications, but the company involved had much to gain from a successful trial.

SO had observed unhelpful comments on the Village Facebook page that she wished to bring to WGCANS attention.

The public questions section was closed. The Chairman extended thanks to all for attending and asked members of the public to switch off cameras and to mute microphones.

7. Report on on-going matters:

a. Coronavirus (Covid-19):

The Clerk provided the following update:

- Anti-Viral Spray Treatment: The village-based company had now undertaken spray treatment on the playground, benches, and public toilets on 3 occasions. Members agreed that the treatment should continue and be reviewed again at the January meeting.
- Playground Use: A resident had expressed concern at the popularity of the playground after school and the non-social distancing. Members agreed that it was an open and freely used site and that advisory notices had been displayed. Safety was the users' responsibility and the Parish Council was not able to control use.
- Cricketers Arms: The publican was having a challenging time. Although lunchtime trade was encouraging, the evenings were slow. The green area was no longer being used, but it was his intention to retain the marquee for the time being, although he was unsure whether it would encourage trade in the winter months. Members were happy to support the continued use of the marquee and would review arrangements in November.
- Community Recovery and Retaining Volunteers: The Clerk attended a workshop that focused on retaining volunteers, taking into consideration Data Protection requirements, and building on the community spirit that Covid-19 had generated. Members agreed that details should be included in the next newsletter.

b. A272 Noise and Speed Concerns:

SR provided details of recent meetings involving members of WGCANS, the Police and the local MP. Fortunately, the meeting was interrupted by motorbike noise that demonstrated Wisborough Green's concern, admirably. The Police reinforced their commitment to help and demonstrated the monitoring equipment they used

and their strategies. They encouraged the wider community to support the lobbying effort and suggested that WGCANS focus efforts on lobbying the decision makers, to inform legislation. A further meeting followed the initial group meeting, on the Green, to which other parishes had been invited; Covid-19 restrictions were met. Since these meetings, there had been a marked increase in Police presence and the CSW scheme was underway.

CSW started on 3rd September and 10 sessions, on different days, had now been completed; the Police had verified 8 of the sessions. 149 vehicles exceeded the speed limit at 36mph or above. The maximum recorded speed was 54mph. Educational letters had been sent out to 82 drivers with a further 66 letters pending Police verification. These statistics demonstrated that the level of speed recorded in the earlier operations was reduced in later sessions, reinforcing the Police opinion that the majority were local and who were becoming aware of CSW. The volunteers had received many messages of thanks and support, and the few that had stopped were informed that it was being undertaken in an educational capacity. PCSO Jason Lemm had undertaken the initial training and would be assessing further sites, including sites within the 40mph limits. This would allow CSW volunteers to deploy to other roads on a regular basis although weather conditions might reduce activity over the winter months. CSW volunteers would be meeting on a monthly basis to discuss and share good practice; they were all operating with the ethos that they were educators not prosecutors.

SR expressed thanks to the Parish Council for the acquisition of the equipment that had simplified the operational process. He also expressed thanks to all members of WGCANS, but in particular, to Mr Pearson for leading the campaign and providing direction, to Mrs Winship for her support and to all the CSW volunteers.

A major concern was the prospect of 'Destination Triumph' that was likely to open opposite the recycling centre in Billingshurst, research into the proposal was currently being undertaken. The Chairman suggested that if it did open then perhaps it could be used as a place to educate bikers about noise and speed issues.

Having read details about the Public Space Protection Order (PSPO), SO believed that it involved substantial consultation with the community, and asked how this would be managed, funded and how a PSPO would be enforced.

Rather than debate the different aspects presented to the Parish Council, the Chairman made the following proposals, which were unanimously resolved:

- Invite Mr Pearson and Mrs Winship to join the Parish Council's Traffic Management Plan Group to provide a link to WGCANS and to research and consider the proposals. The meeting to be convened as soon as possible by the Clerk. Mr Pearson and Mrs Winship confirmed acceptance.

- The Parish Council to offer support to the acoustic camera trial. Guidance and contact details were required from Mr Pearson.
- A Community Highways Application to be submitted for the 40mph buffer zone on the west side of the village.
- The PSPO was not a straightforward process and required further investigation, research and consideration by the Traffic Management Plan Group.
- Gateways and 30mph markings on the road to be considered further by the TMP Group.

c. Clerk's Report:

- New Duck House: Members were delighted with the new house on the village pond and expressed thanks to the volunteers involved; an article and photographs would appear in the parish magazine and possibly the West Sussex County Times.
- Annual Fair: The Fair would not be visiting this year due to Covid-19 and the difficulties in managing infection control and numbers. However, to maintain the showmen's 'right', one piece of equipment would be set up on Sunday 20th September.
- Litter Picking Session: Due to Covid-19, it was agreed that it would not be held. However, an article, to encourage residents to collect litter during walks, is to be put in the Parish magazine, as well as an important hand-washing message. Although the Green had been busy during the summer, the Clerk had observed that litter had not been an appreciable problem without a litter warden in place. She was aware of several residents who regularly picked up litter around the centre and along the lanes.
- Horticultural Society Plant Sale: Due to Covid-19, the sale on the Green had been cancelled. However, plants would be available over 2 days from a Horticultural Society member's home in Kirdford Road. The sale would be publicised and Society members on hand to supervise and ensure social distancing.
- November Newsletter: Members were asked to consider updates: Covid update and volunteering in the community.
- Council Email Addresses: Members were reminded to set up their new parish council email addresses and contact the Clerk by telephone for passwords.
- Website: Unfortunately, the website recently had a security breach; support to rectify was required, at a cost of £75.

8. New Items for Discussion:

- a. Pond Maintenance: With the water level being low after the dry summer, it was the ideal time to undertake lily clearance and allow the pond to refill over the winter months. The Clerk had also been advised that pond maintenance should be undertaken between September and the end of March. Unfortunately, finding a contractor willing to undertake the work was proving difficult. Having made 6 approaches, the Clerk was hoping to receive 2 quotations. Details of costs were provided from the one quotation received. Members agreed that the work should be undertaken and delegated the decision to the Clerk, up to this maximum figure.
- b. Major Emergency Plan: Members agreed that the plan should be updated to incorporate an infectious disease response to document the Covid-19 action.
- c. Winter Management Plan: Explanation was given by the Clerk to the current winter management plan arrangements, the bequest to the village of a gritter by a Bedham resident and the work undertaken by two contractors. Members agreed that the Parish Council was unwilling to pay rental for storing the grit and gritter. Consequently, a request will be made to E P Clark to store the gritter which could be used for both Parish Council and WSCC work. HT had been unable to speak to Mr Clark but would follow-up. The Clerk confirmed that the grit bins had been checked and details provided to WSCC.
- d. The Government's Rural Gigabit Broadband Voucher Scheme: Wisborough Green residents were eligible to apply for government and WSCC funding for the installation of ultra-fast broadband, to every household in the parish. As a joint application was required, members agreed that the Parish Council should promote the scheme in the next newsletter and in the Parish magazine, with interest being registered with the Clerk.
- e. Armed Forces Day: Members approved the expenditure to purchase an Armed Forces Day flag to mark the occasion next June at an approximate cost of £20.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed. Members were reminded to request any information of interest if it had not been circulated.

Details of emails and letters received
Cllr Duncton's update – circulated.
CDC - Following a recent service review of the Environmental Protection Team, the decision was taken to embed what is currently the 'dog warden' role into more generic roles within the team. Long serving dog warden has retired.
Rural Services Network – The Rural Bulletin.
CDC – Update on Local Plan Review – circulated.
Durbans Road Resident – expressing concern at traffic speed through the crossroads.

Clerk sent a detailed reply giving explanation to previous discussion and initiatives pursued with WSCC and CSW/Speed Indicator Device initiatives. He was happy with response.
CDC – outcome of parking consultation for Chichester and phased implementation of Parking Management Plan.
Parishes Wildlife Group - copy of dragon and damselfly survey on the River Kird undertaken by Dr Alison Barker. There have been some very exciting records and parts of the river hold a good range of different species which is very encouraging.
WG Resident – complained about PD’s introduction in the last newsletter - “Haven’t the quiet skies been a joy” Her partner, along with many others in the village, was an airline pilot who may become redundant. Having to make lifestyle changes due to potential loss of income. Expected an apology. PD responded. No further contact.
APCAG – Minutes of AGM held on
Rural Services Network – The Rural Bulletin.
WG Resident – emailed to express concern that car drove through red traffic light and if wife had not waited would have been knocked down. Clerk responded with explanation being given to action and Community Speed Watch.
WG Resident – copied in on correspondence sent to several organisations relating to land dispute – not a parish council matter.
Rural Services Network – The Rural Bulletin.
WG Resident – concerned about use of Stable Field. Clerk replied with explanation to 28 day permitted development. Replied to say that they would monitor and record use. Subsequently followed up by SR and explanation to Covid-19 precautions circulated.
GACC Newsletter 18 – circulated.
Gatwick Airport – community update on Covid impact – circulated.
WSCC – notification that access ranger would be visiting the parish and any issues to be reported. Notice put on the village Facebook page and in the parish magazine.
South Downs National Park August newsletter – circulated.
Rural Services Network – The Rural Bulletin.
Sussex Police – advising that more resources would be allocated to Operation Downsway and organising meeting in Wisborough Green.
CDC – District Despatches – update from the Council Leader.
Rural Services Network – The Rural Bulletin.
West Sussex ALC – notification that the board of WSALC is currently undertaking a “Value-for-Money” Review of how Member Councils’ subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. Letter circulated. The need for the review had been questioned by several parishes and further information would be provided.
Gatwick Airport – notification of significant companywide restructure. Circulated.
WG Resident – concerned about event on Stable Field and breach of Covid restrictions.

WSCC Press Release – Department of Health and Social Care begin work on drive-in COVID 19 test centre at Tangmere.
SSALC – notification of Government consultation on pavement parking.
Rural Services Network – The Rural Bulletin.
WSALC – invitation to Chairman to attend question and answer session relating to the review. Details forwarded to PD.
Environment Agency – Following a public inquiry into the proposal in 2018 to abolish the River Arun Internal Drainage District (IDD) to Defra, the Under Secretary of State for the Environment (Rebecca Pow) withdrew the proposal and issued a decision letter determining not to confirm the abolition.
WSCC – Covid updates. SSALC – training details – circulated. District Council Dispatches. WGCANS – several emails from members requesting traffic action from the parish council and notification of forthcoming meeting (circulated).
CDC – District Dispatches – circulated.
CDC – District Dispatch – Message from Council Leader – circulated

10. Planning:

- a. Enforcement Update: Churchill Country and Equestrian Estate Agents
The property owner had assured CDC that all the lighting, both internal sales boards and the fascia lighting, would be turned off when the premises was vacated at the close of business each day. No further action would be taken; however, the owner had been informed that the situation would be monitored, and should the breach occur, then formal enforcement action was likely. HT agreed to contact nearby residents to ask that they monitor.
- b. Appeal Decision: Goose Cottage, Durbans Road
The appeal had been dismissed by the Inspector. It conflicted with CDC’s strategic approach to the location of development and the dependency on a car, was harmful to living conditions of neighbours, contrary to the National Planning Policy Framework and the harm was not outweighed by other material considerations.

11. Finance:

- a. Bank Reconciliation:
HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council’s Barclays Community Account for the period ending August 2020.
- b. Accounts for Payment:
The Clerk displayed the Payment List for August and September which was approved.

Online Payments from Barclays Current Account (Dated 15th September unless stated otherwise)

Payee	Amount £	Description
Pyzer Cleaning Services	648.30	Public toilet cleaning and supplies
Sussex Land Services	665.40	Grass cutting contract for July
West Sussex County Council	1,739.21	Clerk's salary for July
Greaves Design	711.00	Website accessibility and update work
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches and public toilets
Total	£3,979.91	Payments made on 10th August 2020

Payee	Amount £	Description
Redlynch Leisure Installations Paid 12 th August 2020	12,783.60	Tigermulch playground surfacing
Deep Clean Devils Ltd Paid 7 th September 2020	216.00	Viral treatment of playground, benches and public toilets
Pyzer Cleaning Services	648.30	Public toilet cleaning and supplies
Sussex Land Services	665.40	Grass cutting contract for August
West Sussex County Council	1,739.21	Clerk's salary for August
Greaves Design	90.00	Website rebuild of WordPress and clean
The Play Inspection Co Ltd	78.00	Annual playground inspection
Arun District Council	48.20	Printing for Neighbourhood Plan Review
NALC	17.00	Annual subscription for Local Council Review
Mrs H Vause	30.00	Allotment deposit refund
Came & Company (Arthur J Gallagher Insurance Broker)	1,704.58	Annual insurance payment to Local Council Scheme from 1 Oct 2020
Open Spaces Society	45.00	Annual subscription
Mrs L N Davies (Clerk)	747.95	Monthly Zoom, monthly IONOS website & email account, monthly HP ink, Dog waste gloves, 2 snow shovels, Community Speed Watch equipment, office supplies, postage
Total	£18,813.24	Paid 15th September 2020

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
23.07.20	109.49	Business Stream	Allotment water
29.07.20	230.48	NEST	Clerk's Pension contribution for July
19.08.20	28.20	PlusNet	Village Hall Broadband
19.08.20	128.18	BT Group plc	Telephone and broadband
02.09.20	230.48	NEST	Clerk's Pension contribution for August

Payments to Barclays Community Account

Date	Amount £	Payee	Description
23.07.20	58.50	Allotment tenants	Deposit and rent
27.07.20	300.00	Mr & Mrs Finn	Donation towards path repairs
11.08.20	5,000.00	Deposit account	Transfer
07.09.20	5,000.00	Deposit account	Transfer
11.09.20	33,500.00	Chichester District Council	Second precept payment

c. Financial Statement of Accounts:

The statement had been circulated and was also displayed. There were no items of concern to highlight and no further questions. The Clerk highlighted receipt of the second Precept instalment and the reserve balances.

d. Insurance Policy:

Members were reminded that the Parish Council had taken out a 3-year long-term agreement that would be reviewed next year. Members authorised the payment.

e. Bank Accounts:

Members had previously agreed to open a Lloyds bank account, but unfortunately, due to Covid-19, the opening of new accounts was currently suspended. However, NatWest had recently advised of the business account switch offer. Members agreed that the Clerk should explore this avenue.

f. 2021/2022 Budget Preparation

Members were reminded to consider expenditure and projects for next year's budget and email details to the Clerk. A Finance Committee Meeting would be called in early October to discuss further.

12. Other Reports:

a. Village Hall:

- Refurbishment Plans: SO advised that the grant funding application to ACRE, for up to £75,000, was being resubmitted. A professional, to assist with grant funding applications, had now been engaged and was looking at all funding options, including splitting the whole project into different grant funding elements.
- The Old Workhouse: The tenancy agreement with the current residents had been renewed in August; no rent increase had been applied.

b. The Green:

- Playground: The annual inspection report had been circulated. Members noted that there were low or very low risk items, however, the Clerk and SO to inspect and detail future actions and cost. It was noted that funds remained in the reserve to undertake these repairs and maintenance in the spring.

- Green Coordination Group: A meeting would be arranged in early October. It was agreed that MW would join the group as another Parish Council representative.
There were no items that members wished to raise at this time. The Clerk advised that no canopy details had been received following discussion at the last Planning Committee Meeting. It was noted that the bench tables accommodated 6 people and that Covid requirements were being met.

c. Allotments:

- Tenancies: There had been a few changes that released plots to those on the waiting list. The Clerk and LB had started to measure the plots in order that a charge per square meter could be introduced from April 2021. Allotment holders had been advised.
- Water Saving Measures: Capturing water from shed and greenhouse roofs was being encouraged and over the summer, the allotment holders had installed further taps to remove leaking hosepipes. Members supported and appreciated this action and noted that a small cost had been incurred.
- Wildlife Pond: A request had been received to install a wildlife pond on one of the plots. In principle, members were supportive but required details of location, size, sustainability, and any cost implications to enable the Parish Council to make a final decision.

d. Health & Safety:

There were no concerns to report.

e. Association of Parish Councils Aviation Group (APCAG):

The Chairman attended the virtual Annual General Meeting on 28th July 2020. It was a useful session and PD was pleased to see other member councils in attendance. He would be attending a Noise Management Board Community Forum meeting later in the month and would report back. More initiatives were now being considered and it was hoped that Gatwick would support the 'Building Back Better' campaign.

13. Any Other Matters to Report:

- a. The Clerk advised that the primary school had a new Headteacher, Caroline Bennett, and School Business Manager. The Business Manager had contacted the Parish Council in relation to the side gate requesting financial assistance from the Parish Council. Explanation was given to the Parish Council's previous decision not to support a metal gate due to the location in the Conservation Area and that legislation, potentially, prevented the Parish Council from contributing.
- b. The resident who had stored the ex-village hall chairs, which were used for outdoor community events, was no longer able to store. Members agreed that they could be stored in the allotment shed and offered help to relocate. Clerk to arrange.
- c. The Chairman asked if anything further had been heard from the landowner in relation to permitted paths across land behind Newpound Lane. Clerk to follow up.

- d. AB noted that the verge next to the new layby required grass seed. PD offered to provide the seed that AB agreed to sow; to liaise.
- e. The Clerk had sent a reminder to the tree surgeon that the tree root was still to be removed; the new tree would be ordered, for planting in November.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 6th October 2020 at 8.00 pm on Zoom (only if required to meet CDC deadlines)

Parish Council Meeting on Tuesday 20th October 2020 at 7.45 pm on Zoom.

15. Exclusion of Press and Public: Members resolved under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Neighbourhood Plan Update

SO gave explanation to the discussion at the last Neighbourhood Plan meeting that focused on recapping after the summer break. Work continued on the Green Gap Assessment report, access enquiries, policy development and drafting of the updated document. It was hoped that CDC would confirm the housing allocation number in October that would allow the Strategic Environmental Assessment and Habitats Regulations Assessment work to resume.

Members noted the developer contact and agreed:

- PD, SO, SR, MW and the Clerk to meet with the developer, at his request, in line with the Parish Council’s Developer Engagement Policy. Zoom meeting to be arranged.
- With regard to another developer request for information, having sought legal advice, the Parish Council was entitled to withhold the September Consultation Results and Green Gap Report on the grounds set out in Regulation 12 (4) (d) of the Environmental Information Regulations 2004, as the information formed part of a larger report which was currently incomplete and releasing this information at this stage was not in the public interest. However, the request would be kept under review. The Clerk to respond.

There being no further business, the meeting closed at 9.58 pm.

Signed by the Chairman:

Dated: